

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION  
SIDEWALK/FREESTANDING SIGNS**

**Note:** This application is to be used for processing requests for freestanding signs to be placed on the public sidewalks in the Village Redevelopment Area only. Applicants should review the "Location and Development Criteria" outlined on the back of this instruction sheet to determine whether or not they are eligible for a permit for sidewalk/freestanding sign before completing and submitting this application form.

The following represents the procedures which have been set forth for processing this administrative permit application:

1. Applicant submits permit application and appropriate exhibits to the Housing and Redevelopment Department with a check made payable to the "City of Carlsbad" in the amount of fifty-six dollars (\$56). Note: If you have an approved permit for a freestanding sign at the time you submit this application, provide a copy and then you will be exempted from payment of the fee.
2. Application is reviewed for completeness by the Housing and Redevelopment Department.
3. If application is deemed complete, processing continues for action by the Housing and Redevelopment Director. For an application to be deemed complete, the application must be completed in its entirety (no blanks), all requested signatures must be provided on the application and all attachments must be submitted with the application.

If the application is not complete, it will be returned to the applicant for resubmission at a later date.

4. If permit is approved, a letter will be forwarded to the applicant from the Housing and Redevelopment Department. Upon receipt of the approval letter, the applicant may proceed with development of the sign and placement of the sign on the public sidewalk.
5. If permit is denied, applicant may appeal to the Design Review Board within ten (10) calendar days of the decision by the Housing and Redevelopment Director.

(Over for Location and Development Criteria)

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The following supplemental information must accompany the completed application:

- ☒ Two (2) copies of a site plan. The site plan shall include the following information:
  - Name and address of applicant and/or sign maker.
  - Location and dimension of proposed sidewalk/freestanding sign.
  - Sidewalk dimensions in front of business.
  - Location and dimension of business building, including locations of, and dimensions of, entrances and exits to and from building.
  - Location and dimensions of existing parking areas, points of vehicular access to the property/business, curb cuts providing handicap accessibility to sidewalk
  - North arrow and scale for plans.
- ☒ Two (2) copies of building elevations which clearly reflect the location and total amount of existing signage on the business building or property ; these plans must clearly reflect the size and type of each sign on the existing business building or property and the existing sign copy. The building elevations should identify any existing signage which will be removed if the permit for the sidewalk/freestanding sign is approved.
- ☒ A Certificate of Insurance in the amount of \$1 million which lists the City of Carlsbad and Carlsbad Redevelopment Agency as additional insured.

### **Sidewalk/Freestanding Signs - Location and Development Criteria:**

1. No sign shall be placed in such a way as to interfere with pedestrian or vehicular sight lines or corner clear zone requirements as specified by the City.
2. No sign shall be placed in such a way as to obstruct access to a public sidewalk, public street, driveway, parking space, fire door, fire escape, handicapped access or in such a way that it obstructs free passage over any public right-of-way.
3. Signs shall not obscure or interfere with the effectiveness of any official notice or public safety device. Signs shall not simulate in color or design a traffic sign or signal, or make use of words, symbols or characters in such a manner as may confuse pedestrian or vehicular traffic.
4. Signs shall be located directly in front of the building/business to which they relate. (Example, if your building fronts on Oak Street, you may not place your sign on Carlsbad Boulevard; it must be placed on Oak Street **directly** in front of your business building.)
5. A clear area of at least five feet (5') in width must be maintained for pedestrian use over the entire length of the sidewalk in front of the business.
6. Applicant for a Sidewalk Sign Permit must sign an Indemnification Statement holding the City of Carlsbad and the Carlsbad Redevelopment Agency harmless from any legal action resulting from placement of the sign on the public sidewalk. This statement has been included on the required application for a permit.
7. Insurance shall be required naming the City of Carlsbad and the Carlsbad Redevelopment Agency as additionally insured. The amount of the insurance required shall be \$1 million, as established by the Risk Manager for the City. A Certificate of Insurance must be submitted to the City/Agency and remain in effect for as long as the Sidewalk Sign remains in the public right-of-way.
8. All existing building signage for a business must conform to the sign standards set forth within the Village Master Plan and Design Manual before a permit will be approved for the sidewalk sign.
9. The Maximum Sign Size permitted is 3 feet wide by 5 feet high. A maximum of two (2) faces per sign. Sign faces shall be back to back. The Changeable Text Area shall not occupy more than 50% of the total sign face. No paper or non-rigid changeable areas are acceptable.
10. The sign shall be made of durable material such as medium density overlay plywood or similar wood-like material which can withstand the weather. No glass, breakable materials or illumination shall be allowed. Every sign shall be manufactured, assembled and erected in compliance with all applicable state, federal, and city regulations and the Uniform Building Code.
11. The sign shall be produced in a manner which is professional in quality such as that demonstrated by an experienced business sign maker.
12. The sign shall be displayed during business hours only. Signs shall not remain on the sidewalk during non-business hours.
13. The sign must be self-supporting, stable and weighted or constructed to withstand overturning by wind or contact. The sign shall not be permanently affixed to any object, structure or the ground including utility poles, light poles, trees or any merchandise or products displayed outside permanent buildings.
14. Every sign and all parts, portions and materials shall be kept in good repair. The signs shall be stable. The display surface shall be kept clean, neatly painted, and free from rust and corrosion. Any cracked, broken surfaces, missing sign copy or other unmaintained or damaged portion of a sign shall be repaired or replaced or removed within thirty (30) calendar days following notification by the City.
15. Every sign shall have a smooth surface, free of protruding tacks, nails and/or wires.

**Note:** The sidewalk/free standing sign shall not count as part of the total signage permitted for a given building or business, as long as it is consistent with the standards set forth within the Village Master

**CARLSBAD REDEVELOPMENT AGENCY  
PERMIT APPLICATION**

**PLEASE CHECK ALL THAT APPLY:**☐**ADMINISTRATIVE PERMIT**☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is equal to or less than \$60,000.

☐

Interior or exterior improvements to existing structures which result in an intensity of use.

☐

Provisional land uses, where a minor or major redevelopment permit is not required.

☐

Changes in permitted land uses which result in site changes, increased ADT, increased parking requirements, or result in compatibility issues/problems.

☐

Signs for existing businesses or facilities.

☐

Repair or maintenance activities which are not exempt from obtaining a permit.

☐**COASTAL DEVELOPMENT PERMIT**☐**MAJOR REDEVELOPMENT PERMIT**☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$150,000.

☐

Variances for projects within this category.

☐**MINOR REDEVELOPMENT PERMIT**☐

New construction of building(s) or addition(s) to the building footprint which have a building permit valuation which is greater than \$60,000 but less than \$150,000.

☐

Variances for projects within this category.

☐

Variances for projects which would otherwise be exempt or be eligible for an administrative permit.

☐**MISCELLANEOUS REDEVELOPMENT PERMIT**☒

A-Frame Sign

☐

Sign Permit

☐

Sign Program

☐

Sidewalk Tables/Chairs

☐

Outdoor Displays

☐

Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

Brief description of project:

Property Location:

APN(s): \_\_\_\_\_ Street Address \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

**THE AREA BELOW IS TO BE COMPLETED BY CITY STAFF**

**FEES FOR APPLICATION PROCESSING:**

(List type of fee and amount)

\$56.00 Sidewalk Sign Permit

**RECEIPT OF APPLICATION**

Date Application Received \_\_\_\_\_

Application Received by \_\_\_\_\_

Permit Number Assigned \_\_\_\_\_

**CARLSBAD REDEVELOPMENT AGENCY  
ADMINISTRATIVE PERMIT APPLICATION & DISCLOSURE STATEMENT  
SIDEWALK/FREESTANDING SIGNS**

**1. BUSINESS DESCRIPTION**

Business Name: \_\_\_\_\_

Business Owner Name(s): \_\_\_\_\_

Type of Business (i.e., restaurant, bar, retail): \_\_\_\_\_

**2. LOCATION OF BUSINESS**

Address: \_\_\_\_\_

Does the business have frontage on a public street? ☐ Yes ☐ No

Does the primary entrance to the business front on a public street or the public sidewalk?  
☐ Yes ☐ No

Is the business located within a business arcade or courtyard? ☐ Yes ☐ No  
If yes, please provide the name of the building or the center:

**3. DESCRIPTION OF PROPOSED SIDEWALK/FREESTANDING SIGN**

**Size of Sign:**

Total Height (incl. supports): \_\_\_\_\_ Total Width: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Total Area of Changeable Text Area (if applicable):

Proposed Materials:

Describe the design/colors to be used on the sign:

Will the sign be produced (or has the sign been produced) in a manner which is professional in quality such as that demonstrated by an experienced business sign maker? ☐ Yes ☐ No

Please, explain:

**CARLSBAD REDEVELOPMENT AGENCY  
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**Please attach to this permit application a copy of the proposed sign design or a picture of the completed sign for review by the Housing and Redevelopment Department.**

**4. LOCATION/PLACEMENT OF PROPOSED SIDEWALK/FREESTANDING SIGN:**

**Please attach a site plan to this permit application which indicates the exact location for the proposed sidewalk/freestanding sign. This site plan must also include a north arrow and scale and indicate the location of the business in relationship to the location of the sign, the amount of street frontage for the business, the width of the sidewalk in front of the business, the locations of driveways, parking spaces, curb cuts for handicap access to the public sidewalks, alleys and/or streets. See application checklist for additional requirements.**

**5. EXISTING SIGNAGE FOR BUILDING/BUSINESS:**

Length of building (in feet) fronting on public street:

(Note: For a business which fronts directly on the public sidewalk or public street, provide information above on the street frontage for the individual business. If the business is located within an arcade or courtyard, provide information on the street frontage for the entire building).

What is the total square footage of existing signage located on building or on property of applicant business?

Will any existing signage be removed from the business building if this permit for a sidewalk/freestanding sign is approved?     ☐ Yes                      ☐ No

If yes, please describe amount and type of signage to be removed:

**Please attach to this permit application a building elevation which indicates the location of, and size of, each existing sign currently located on the business building or property. Do not include proposed sidewalk/freestanding sign on this elevation. If any existing signage is to be removed, please note this on the elevations.**

**6. AUTHORIZATION TO INSPECT PROPERTY**

In the process of reviewing this application it may be necessary for members of City Staff, Design Review Board Members, or City Council members to inspect and enter the property/business that is the subject of this application. I/we consent to entry onto/into the subject property/business for this purpose.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ ☐ Property Owner or ☐ Business Owner

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**7. BUSINESS OWNER INFORMATION/CERTIFICATION**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

List the Names and Addresses of all persons having a financial interest in the application:

\_\_\_\_\_  
\_\_\_\_\_

If any person identified above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership:

\_\_\_\_\_  
\_\_\_\_\_

If any person identified above is a non-profit organization or a trust, list the names and addresses of any person serving as an officer or director of the non-profit organization or as trustee or beneficiary of the trust:

\_\_\_\_\_  
\_\_\_\_\_

Have you had more than \$250 worth of business transacted with any member of City Staff, Boards, Commissions, Committees, and/or Council within the past twelve (12) months?    Yes    No

If yes, please indicate person(s): \_\_\_\_\_

**Certification Statement:** I Certify that I am the Legal Business Owner of the subject business and that all of the above information is true and correct to the best of my knowledge. I agree to accept and abide by any conditions placed on the subject sign permit as a result of approval of this application. I agree to indemnify, hold harmless, and defend the City of Carlsbad and the Carlsbad Redevelopment Agency or its officers or employees from all claims, damage or liability to persons or property arising from or caused by the installation of the subject sidewalk/freestanding sign on the public sidewalk pursuant to this permit unless the damage or liability was caused by the sole active negligence of the City or its officers or employees. I have submitted a Certificate of Insurance to the City of Carlsbad in the amount of \$1 million which lists the City of Carlsbad and the Carlsbad Redevelopment Agency as "additional insured". This Certificate shall remain in effect for as long as the sidewalk/freestanding sign is placed within the public right-of-way. This agreement is a condition of the issuance of this permit for the subject sidewalk/freestanding sign to be placed on the public right-of-way. I understand that an approved sidewalk/freestanding sign permit shall remain in effect for as long as sidewalk/freestanding signs are permitted within the Village Redevelopment Area and the permittee remains in compliance with the subject approved permit. I also understand that the Housing and Redevelopment Commission may conduct an annual review of the applicable sign regulations for sidewalk/freestanding signs and reserves the right to modify or eliminate the regulations which currently allow for these signs.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

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The remainder of this application shall be completed by City Staff:

**8. RECEIPT OF APPLICATION**

Date Application Received: \_\_\_\_\_

Application Received by: \_\_\_\_\_

Permit No. Assigned: \_\_\_\_\_

**9. FEES FOR APPLICATION PROCESSING**

The following fees shall apply to this application; list type of fee and amount:

\_\_\_\_ \$56.00 \_\_\_\_ - Administrative Redevelopment Permit/Sidewalk Sign

Total Fee(s) required for this application: \_\_\_\_\_

Date Fee(s) collected by City Staff: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

**10. ACTION ON THE APPLICATION**

The following action has been taken by the Housing and Redevelopment Director on this application:

- ☐ Approved subject to conformance with plans submitted as part of application, dated \_\_\_\_\_
- ☐ Approved, with conditions. See conditions noted below.
- ☐ Denied. Reason \_\_\_\_\_

Housing and Redevelopment Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**11. CONDITIONS OF APPROVAL (IF APPLICABLE)**

The following conditions have been placed on the subject permit: